Hotel Name and Logo ( [www.setupmyhotel.com](http://www.setupmyhotel.com))

RESERVATION FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| VOICE | FAX | INTERNET | EMAIL | WALK IN |

Room Type:........................ No of Pax.............No of Rooms...... ETA...................

|  |  |  |  |
| --- | --- | --- | --- |
| CP | AP  | MAP | EP |

Arrival Date:....................... Departure Date....................................................

Occupant’s Name.........................................................................................

Booked By ....................................... Mobile:................................................

Email:......................................................................................................

Pick up required YES / NO

Pick up details:-

Arrival Flight details................. ETA.............. Arrival Terminal........................

Type of CAR................... Remarks.............................................................

Departure Flight details................. ETA.............. Arrival Terminal........................

Type of CAR................... Remarks.............................................................

Company Name:....................................... Special Applicable YES / NO

Company Address..............................................Booker........................................

Base Rate : ................ Deposit :...........................................

Taxes 1 :.................

Taxes2 :.................

Total =..................

Billing Instructions:............................................................

Remarks:...........................................................................................................

|  |  |  |  |
| --- | --- | --- | --- |
| Reservation Taken by | Keyed in to PMS By | Guest service | Accounts Dept |
|  |  |  |  |